

**OFFICE OF INVESTIGATIVE SERVICES
POLICY & PROCEDURE #315**

NEW EMPLOYEE ORIENTATION

NEW EMPLOYEE ORIENTATION refer to DHR Personnel Policy #501.

Each IIC is responsible for providing orientation to new employees and for maintaining records. IIC's will document that each employee has received the appropriate orientation by completing the suggested **Orientation Checklist**. IIC's will route a completed Orientation Checklist to the OIS Administrative Office.

Each IIC is responsible for obtaining the signature of each new employee acknowledging the employee has read and understands the New Employee Handbook. This signature page is to be sent to the OIS Administrative Office.